



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: January 2, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

CPS Policy revisions: Policies and procedures previously in the CPS policy chapter 14 have been revised extensively and some policies re-numbered. All old CPS policies have been removed from the server and replaced with the new and revised policies and procedures. **MAJOR POLICY REVIEW IS REQUIRED.** If copies of old CPS policies and procedures are needed, please contact us.

| | Policy No. | Policy/Other Document | Policy Chpt. | Effective/ Revision Date | ***Forms Associated with Policies and Procedures | Summary of Policy Revisions/Other Information |
|----|------------|---|--------------|--------------------------|---|--|
| 1. | 14.3 | Screening, Priority Response and Assignment | 14 | 01/01/08 | CS-0680, Child Protective Services Intake | Policy revision: Supersedes DCS 14.3, 05/01/05 |
| 2. | 14.4 | Engaging Families- Family Functional Assessment and CFTMs | 14 | 01/01/08 | CS-0701, Immediate Protection Agreement | New Policy |

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| 3. | 14.5 | Child Protective Services Planning, Initiation and Assessment of Safety and Protection | 14 | 01/01/08 | CS-0533, Medical Services Authorization for Non-TennCare Eligible Children CS-0729, Child Abuse Review Team CS-0714, Checklist for Good Faith Attempts to Locate Structured Decision Making™ Assessments: SDM™ Child Abuse/Neglect Screening Criteria SDM™ Response Priority SDM™ Safety Assessment SDM™ Safety Assessment-Page 2 SDM™ Family Risk Assessment SDM™ Family Risk Reassessment (for Non-Protective Custodial Cases) | Policy revision: Supersedes DCS 14.5, 01/01/02 |
| 4. | 14.6 | Child Protective Investigative Team-CPIT | 14 | 01/01/08 | CS-0561, Child Protective Investigative Team Review | New Policy |
| 5. | 14.7 | Classification of a Child Protective Services Case | 14 | 01/01/08 | CS-0561, Child Protective Investigative Team Review CS-0729, Child Abuse Review Team (CART) Review CS-0740, Child Protective Services Investigation Summary and Classification Decision of Child | Policy revision: Supersedes DCS 14.7, 01/01/05 |

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| | | | | | <u>Abuse/Neglect Referral</u> <u>CS-0787, Non-Custodial Permanency Plan</u> | |
| 6. | 14.8 | <u>Child Protective Services Case Transition or Closure</u> | 14 | 01/01/08 | <u>CS-0561, Child Protective Services Investigative Review</u> <u>CS-0668, Authorization for Release of Information to DCS and Notification of Release</u> <u>CS-0740, Child Protective Services Investigation Summary</u> <u>CS-0787, Non-Custodial Permanency Plan</u> | Policy revision: Supersedes DCS 14.7, 01/01/05 |
| 7. | 14.10 | <u>Child Protective Services Formal File Review Process</u> | 14 | 01/01/08 | Form Letters: <u>Letter A - Notification to Perpetrator/Request For Formal File Review</u> ♦ <u>Attachment to Letter A</u> <u>Letter B – Notice of Request for Formal File Review</u> <u>Letter C – Notice of Results to Perpetrator</u> <u>Letter D – Notice of Classification (to Region)</u> <u>CS-0667, Letter E - Request to Stay Formal File Review</u> <u>Letter F - Notice of Decision to Stay The Proceedings</u> | Policy revision: Supersedes DCS 14.10, 01/01/02 |

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| | | | | | <u>Letter G – Notice of Decision to Stay the Review Due to Circumstances of the Case</u> <u>Letter H – Notice of Change of Classification or Allegation to Perpetrator</u> <u>CS-0740, CPS Investigation Summary and Classification Report</u> | |
| 8. | 14.11 | <u>Child Protective Services Due Process Rights and Reviews</u> | 14 | 01/01/08 | <u>CS-0667, Request To Stay Due Process Review</u> <u>Letter 2A: Notification to Indicated Perpetrator (Emergency File Review)</u> <u>Letter 2B: Notification to Indicated Perpetrator (Regular File Review)</u> <u>CS-0554, Request for Formal File Review (Attachment to Letter A)</u> <u>Letter #2, Notice of Right to Administrative Hearing and Request for Administrative Hearing (Attachment to Letter #2)</u> <u>Letter #3, Notice to Employer/Organization/Agency</u> <u>Letter #4, Notice of Change of Classification/Allegation to Perpetrator</u> <u>Letter #5, Notice of Decision to Stay Adm. Hearing</u> <u>Letter #6, Notification of Final Results</u> | Policy revision: Supersedes DCS 14.11, 02/01/02 |

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| | | | | | <u>CPS Appeal Summary Guidelines</u> | |
| 9. | 14.12 | <u>Removal Safety and Permanency Considerations</u> | 14 | 01/01/08 | <u>CS-0230 Staffing Summary and Placement Justification</u> <u>CS-0206, Informed Consent to Routine Health Services for Minors</u> <u>CS-0475, Child Welfare Benefits Application</u> <u>CS-0543, Well Being Information and History</u> <u>CS-0544, Resource Home Placement Checklist</u> <u>CS-0627, Informed Consent Psychotropic Medications</u> <u>CS-0657, Education Passport</u> <u>CS-0660, Relative Caregiver Disclosure</u> <u>CS-0668, Authorization for Release of information</u> <u>CS-0682, Expedited Placement Summary</u> <u>CS-0701, Immediate Protection Agreement</u> <u>CS-0708 EPSD&T Physical Examination</u> <u>CS-0727, Initial Intake, Placement</u> | Policy revision: Supersedes DCS 14.9, 01/01/02 |

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| | | | | | <u>Referral and Checklist</u> <u>CS-0797, Affidavit of Reasonable Efforts</u> | |
| 10. | 14.13 | <u>Confidentiality of Child Protective Services Cases</u> | 14 | 01/01/08 | None | Policy revision: Supersedes DCS 14.13, 01/01/02 |
| 11. | 14.14 | <u>Shared or Delegated Child Protective Services Investigative Activities</u> | 14 | 01/01/08 | None | Policy revision: Supersedes DCS 14.6, 01/01/02 |
| 12. | 14.15 | <u>Reporting False Allegations of Child Sexual Abuse</u> | 14 | 01/01/08 | None | New Policy |
| 13. | 14.16 | <u>Child Protective Services Case File Organization</u> | 14 | 01/01/08 | <u>CS-0726, Child Protective Services Case File Documentation Checklist</u> <u>GS-0989, Certificate of Record Destruction</u> | Policy revision: Supersedes DCS 14.12, 01/01/04 |
| 14. | 14.17 | <u>Child Abuse Review Team-CART</u> | 14 | 01/01/08 | <u>CS-0729, Child Abuse Review Team Review</u> | New Policy |
| 15. | 14.20 | <u>Notice of Child Fatality-Near Fatality</u> | 14 | 01/01/08 | <u>CS-0635, Notice of Child Fatality/Near Fatality</u> | Policy revision: Supersedes DCS 14.20, 01/01/02 |
| 16. | 14.22 | <u>Case File Review-Return to Home Custody</u> | 14 | 01/01/08 | <u>CS-0729, Child Abuse Review Team (CART)</u> <u>CS-0561, Child Protective Investigative Team (CPIT)</u> | Policy revision: Supersedes DCS 14.22, 05/01/01 |
| 17. | 14.23 | <u>Orders of Reference</u> | 14 | 01/01/08 | <u>CS-0668, Authorization for Release of information</u> <u>CS-0682, Expedited Placement</u> | Policy revision: Supersedes DCS 14.23, 05/01/01 |

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| | | | | | Assessment Summary CS-0687, Internet Records Clearance CS-0741, Database Search Results (CPS/SSMS/TN Kids) CS-0750, Background Criminal History- Expedited/Emergency Purpose Code X III Name Check CS-0751, Background Clearance Check- Local Criminal History | |
| 18. | 14.24 | Child Protective Services Background Checks | 14 | 01/01/08 | CS-0668, Authorization For Release of Information to the Department of Children's Services CS-0741, Database Search Results | New Policy |
| 19. | 14.25 | Special Child Protective Services Investigations | 14 | 01/01/08 | CS-0740, CPS Investigation Summary and Classification Formal File Review Letter A; Attachment A CPS-SIU Unfounded Letter SIU Notification - Initial and Closing- Form number pending | Policy revision: Supersedes DCS 1.31, 02/01/05; 14.14, 05/01/01; 14.15, 05/01/01; 14.17, 12/01/01; 14.18, 01/01/02 |
| 20. | 14.26 | Multiple Response Assessment Track | 14 | 01/01/08 | CS-0740, CPS Investigation Summary and Classification Decision of Child Abuse/Neglect Referral CS-0787 Non-Custodial Permanency Plan | New Policy |

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| 21. | Work Aid | <u>Work Aid 1- Categories and Definitions of Child Abuse-Neglect</u> | 14 | 01/01/08 | | Policy revision: Section removed from <u>old 14.2, 05/01/05</u> and re-formatted into a Work Aid. |
| 22. | Work Aid | <u>Work Aid – 2 – CPS Categories and Definitions of Abuse/Neglect</u> | 14 | 01/01/08 | | Policy revision: Section removed from <u>old 14.5, 01/01/02</u> and re-formatted into a Work Aid. |
| 23. | Work Aid | <u>Work Aid – 3 – CPS Investigative Tasks and Activities</u> | | | | Policy revision: Section removed from <u>old 14.5, 01/01/02</u> and re-formatted into a Work Aid. |
| 24. | Work Aid | <u>Work Aid - 4 - Protocol for CPS Investigations Involving Methamphetamines</u> | | | | Policy revision: Supersedes DCS policy 14.28, 01/01/02 |
| 25. | Work Aid | <u>Work Aid - 5- Protocol for Anonymous Voluntary Abandonment of Unharmed Newborn Infant</u> | | | | Policy revision: Supersedes DCS policy 31.4, 08/01/02 |

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